



# STATE OF CONNECTICUT



## DEPARTMENT OF EDUCATION

### JOB OPPORTUNITY \*\*\*REANNOUNCED\*\*\*

#### OFFICE OF STUDENT SUPPORTS AND ORGANIZATIONAL EFFECTIVENESS

#### SECRETARY 1 (DURATIONAL)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)

**Open To:** Candidates on a current Secretary 1 examination list

**Location:** 165 Capitol Avenue, Hartford, CT

**Job Posting #** 107370

**Hours:** 8:00 a.m. – 5:00 p.m.

**Salary:** \$41,440 - \$54,377

**Closing Date:** August 14, 2014

**The anticipated duration of this position is through March 6, 2016. However, the employment period is contingent upon available funding and business necessity.**

#### **ELIGIBILITY REQUIREMENT:**

Candidates must have applied for and passed the Secretary 1 exam and be on the current certified list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.** State employees who have attained permanent status and are eligible for appointment may also apply.

#### **GENERAL KNOWLEDGE:**

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor); ability to type at a net speed of 50 wpm.

#### **EXAMPLE OF DUTIES:**

This individual will be responsible for a full range of duties that include: greeting and directing visitors; providing general information in response to telephone calls; composing routine correspondence using a typewriter, word processor, or other automated equipment; proofreading correspondence; scheduling meetings; reviewing, routing and prioritizing mail; organizing and maintaining filing systems; making

travel arrangements; preparing a variety of forms, including travel authorizations, travel reimbursements, internal purchase requisitions, receiving reports, requisitions for supplies, etc.; and other related duties as may be required.

**GENERAL EXPERIENCE:**

Two (2) years' experience above the routine clerk level in office support or secretarial work.

**SUBSTITUTIONS ALLOWED:**

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

**PREFERRED EXPERIENCE:**

- Experience operating office equipment;
- Experience using Microsoft Office applications including MS Word, Excel, Outlook and PowerPoint computer systems;
- Ability to create and revise reports;
- Experience in a fast-paced environment with interpersonal, written and oral communications skills;
- Experience working with confidential and time sensitive information;
- Experience in providing administrative support utilizing problem solving and interpersonal skills;
- Experience using business communications (composing complex letters and memoranda).

**NOTE:** The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION INSTRUCTIONS:**

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position.

1. Cover letter
2. Three (3) current professional references
3. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**Lystra Julien  
Department of Education  
165 Capitol Avenue – Room 303  
Hartford, CT 06106  
TEL: (860) 713-6552**

**Please note: Applications will be accepted via, U.S. mail or hand delivered only.**

**Note:** If you have applied for the previously posted **Durational Secretary 1** position that closed on **June 2, 2014**, your application will also be considered as part of this applicant pool and you do not need to reapply.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** The

**Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**